



Contact and Fiscal Information

1. Date:
2. Program:
3. Bureau:
4. Contact Person:
5. Phone:
6. E-mail:
7. Project Title:
8. Deadline:
9. Marketing Agency or Subcontractor:
10. Have funds been identified for this project?:
☐ Yes ☐ No

Project Information

11. In addition to translation, will you need any of the following?:
☐ Formatting
☐ Printing
☐ Other:
12. What format will be used to deliver the message?:
☐ Brochure
☐ Fact Sheet
☐ Poster
☐ Radio/TV Ad
☐ Other:
13. Languages to translate into (select all that apply by holding down **CTRL**):

☐ Other:

Audience

14. Who are your primary and secondary audiences? Please identify the following: gender, age group, ethnicity, race, country of origin, literacy level, etc:
15. What is the critical message you are trying to convey? Please list at least three main points you're trying to make?
16. Have these materials been pre-tested with the target audience?
☐ Yes ☐ No
17. Which cities/regions are your materials going to be used in?
18. What is the context in which your materials will be presented to the audience?
☐ Face-to-face (health care professionals to patient, peers, family members)
☐ Group delivery (worksite or classroom)
☐ Mass media (radio, television, magazines, direct mail, billboards, newspapers)
☐ Community (libraries, employers, schools, malls, health fairs, local government agencies)